



State of New Jersey

OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
DIVISION OF STATE POLICE
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MATTHEW J. PLATKIN
Acting Attorney General

COLONEL PATRICK J. CALLAHAN
Superintendent

February 23, 2022
NOTICE OF JOB VACANCY
#DHRS 02-22S

An opportunity currently exists within the Department of Law and Public Safety, Division of State Police, for State employees only, with permanent status, who meet the requirements listed below:

TITLE: Administrative Analyst 1, Information Systems

SALARY: \$52,010.00 – \$73,437.20 (NE ww)

LOCATION: Division of State Police
Division Human Resources Section
Training Bureau
Training Support Unit
Seagirt, NJ 08750

NUMBER OF VACANCIES: One (1)

DUTIES: Under close supervision of an Administrative Analyst 4, Information Systems or other supervisory officer in a state department or agency, assists in the analysis and evaluation of internal operations, business practices, methods, and techniques of the organization to determine optimal solutions and/or approaches to satisfy agency information technology (IT) business needs/initiatives. Assists in the evaluation of users' needs and in the preparation of recommendations for IT solutions. Assist the Training Support Unit at the Academy with trooper training records, lesson plans, trooper and recruit surveys and evaluations, and various administrative tasks; does other related duties as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: One (1) year of experience in work involving the review, analysis, and evaluation of the administrative, business, and/or operational policies, procedures, practices, and processes and/or the technological requirements of an organization for the purpose of revising/enhancing existing information systems and/or developing/acquiring and implementing new IT solutions and services.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year for year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

NOTE: A Master's degree in Public Administration, Business Administration, Computer Science, Information Technology, Software Engineering, Information Security, Network Administration, or Database Management from an accredited college or university may be substituted for one (1) year of the indicated experience.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

RESUME NOTE: Eligibility determinations will be based upon information presented in the resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so will result in your ineligibility.

If interested, please send a cover letter indicating job vacancy number, copy of your transcript, which indicates the date your degree was conferred (required), and a current resume before the closing date of March 8, 2022 to:

NJSPResumes@njsp.org

-OR-

*Lavonda Wright, Manager I
Division of State Police
Office of Human Resources
PO Box 7068
W. Trenton, NJ 08628-0068*

The New Jersey Division of State Police is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply. The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011 Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.



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